



Managing My Account

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VIIS allows all users to manage their own user information, merge other access accounts, and change their own password.

Changing Passwords

To change your VIIS password, follow these steps:

1. Access the post-login page by logging into VIIS.
2. Click Change My Password under the Manage My Account section of the menu panel.

The screenshot shows a web form titled "Change Password" with a grey header bar. Below the header, the "User" field is populated with "Jennifer Admin" and the "Username" field with "admin". To the right of these fields are two buttons: "Save" and "Cancel". Below the username field are two password input fields. The first is labeled "* New Password" and the second is labeled "* Confirm New Password". Both fields contain masked text represented by asterisks. At the bottom of the form, there is a horizontal dotted line followed by the copyright notice: "Copyright © 1999 - 2005 State of Wisconsin. All rights reserved."

3. Enter a new password with a minimum length of four alphanumeric characters.
4. Re-enter the new password in the Confirm New Password field.
5. Press SAVE the message "Password Updated" appears in red at the top of the screen.

Editing User Information

1. Access the post-login page by logging in to VIIS.
2. Click Edit My User Account under the Manage My Account section of the menu panel.

Edit User

Username

* User First Name

* User Last Name

User Middle Initial

Street Address

Other Address

P.O. Box

City

State

VA

Zip

-

Email

Phone Number

608

221

-

4746

Ext

Save

Cancel

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The first and last name fields on the Edit User screen are required fields. If you are a user with the role of administrator, the e-mail, street address, and telephone number fields are also required; you may edit these fields, but do not remove the information from them

3. Edit your first or last name in the appropriate fields. You may also enter or edit your middle initial, e-mail address, postal address, or telephone number information in the appropriate fields.
4. Press Save. If changes were made, the message "User Updated" appears on the screen.